

# METROPOLITAN WASHINGTON REGIONAL HEALTH SERVICES PLANNING COUNCIL PLANNING COUNCIL

**64 New York Avenue, NE**

**Washington, DC 20002**

**August 28, 2008**

## MINUTES

Council Members	P	T	A	Council Members	P	T	A
1. James Albino			X	25. Lorin Jones			X
2. William Barnes	X			26. Jennifer Jones George	X		
3. Henry Bishop	X			27. Renee Kelly	X		
4. Karen Blanton	X			28. John Knots			X
5. Elliott Bovelie			X	29. Yvette Lindsey			X
6. Larry Bryant			X	30. Benjamin Maramara	X		
7. Raul Burgos			X	31. Philip Mason	X		
8. Robert Cooke	X			32. Curtis Matthews			X
9. Wallace Corbett, Chair	X			33. Wade Meneer	X		
10. Barbara Davis	X			34. Danielle Pleasant			X
11. Maureen Deely	X			35. Karen Reynolds			X
12. Geno Dunnington			X	36. Michael Robinson			X
13. Mark Fischer	X			37. Shirley Shears			X
14. Ronald Flowers			X	38. Kevin Shipman	X		
15. Everett Foy	X			39. Ervin Robert Smith			X
16. Corrie Franks			X	40. Laurence Smith, Co-Chair	X		
17. Debra Frazier			X	41. Rusty Smith*	X		
18. Shirley Graham	X			42. Catalina Sol	X		
19. Natalie Greene			X	43. Nicolette Solan-Pegler	X		
20. Shannon Hader	X			44. Terry Tahir	X		
21. Patricia Hawkins	X			45. Tony Ruiz			X
22. David Hoover	X			46. Brian Watson			
23. Margot Isaac			X	47. Ron Wilder			
24. Paulette Johnson			X	<i>*Named, pending oath</i>			

HAA	Present	Absent	Guests	Present	Absent
Bryant, Bill		X	Francis, Heaven	X	
Felton, LaDale	X		Gantz-McKay, Emily	X	
Freehill, Gunther	X		Green, Yvonne	X	
Frison, Lawrence		X	Rice, Richard	X	
Panes, Sandra	X		Smith, Bobbie	X	
<b>Administrative Agents</b>	<b>Present</b>	<b>Absent</b>			
Allison, Glenna		X			
Friend, Judith		X			
Ramey, Devi	X				
Simmons, Michelle	X				

### **CALL TO ORDER**

Wallace Corbett called the meeting to order at 5:34 p.m.

### **APPROVAL OF AGENDA**

The agenda was approved with the addition of updates on the application, assessments and HIV-AIDS forum.

**Motion By Shirley Graham**

**Motion 2<sup>nd</sup>: By Robert Smith**

**Motion passed with one abstention**

### **APPROVAL OF MINUTES**

The minutes of the July 31, 2008 meeting were approved as presented.

**Motion By David Hoover**

**Motion 2<sup>nd</sup>: By Pat Hawkins**

**Motion passed with one abstention**

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### **EXECUTIVE COMMITTEE REPORT**

Mr. Corbett presented his report on the All Titles conference. He noted that the conference was very impressive; however, many of the small AIDS service organizations are dwindling. Many are not providing primary care and are diligently attempting to rectify that issue. The Council plans to furnish members with the recordings from those sessions. Mr. Corbett noted that Ryan White's mother attended the meeting and shared her challenging experiences with her son. Members and guests viewed a video presentation of the Ryan White story.

Mr. Corbett informed members he received a letter from the Office of Elections to appear in court due to non-receipt of his financial disclosure waiver. He reported that Boards and Commissions are experiencing an extreme backlog; the paperwork is in disarray and has not been forwarded to the Office of Elections. He strongly advised members to check with Boards and Commissions to verify receipt of signed waivers; there is a \$500 fine for not appearing in court.

## **EXECUTIVE COMMITTEE REPORT (continued)**

Mr. Smith informed the membership that the assessment of the administrative mechanism is due from providers tomorrow, August 29th. Some reports have already come in and everything is pretty much on track. The stakeholders draft reports are due on September 10th and the final is due on September 15th. The information will be used in the application process.

Mr. Bishop reported on the status of the comprehensive plan, a document to address the continuum of care and needs assessment in the EMA. The new plan will cover the period of 2009 to 2011.

Mr. Bishop stressed the importance of using the plan as a tool and guide in the Council's planning process. An ad hoc committee of Council members, as well as Amy Richter and Lawrence Frison from HAA, has been formed to prepare the plan, and the first draft is scheduled to be completed by October 27th. It is expected to be posted on the website by November 3rd with a comment period through November 15th. It is scheduled to be delivered to HRSA sometime in January.

Dr. Hader noted that the monitoring and evaluation section of the plan should be very detailed. It will not be just a Part A or Part B initiative, but will be HAA-wide for all programs. HRSA is also developing standards for core primary medical and case management. HAA plans to exchange information with its state counterparts to establish the basic core indicators used in establishing care standards.

In response to questions regarding the monitoring of appointments and quality care, Dr. Hawkins informed the group that QMI is developing measures to ensure site visits occur frequently and that the core indicators are closely reviewed. A lot of programs are also able to use their data system to monitor care and can quickly determine whether clients are adhering to required appointments, which aid in tracking the status of their viral loads.

Mr. Fischer added that QMI is also discussing mechanisms to ensure that providers are effectively communicating with clients about keeping their appointments. The overall goal is to create standards of care and expectations that are consistent across the EMA. Ms. Gantz-McKay explained the difference between HRSA's definition of unmet need versus quality of care. Unmet need is out of care, where the client hasn't received a CD-4 count, viral load test or antiretrovirals in 12 months. Quality of care is evaluated using standards, where follow up is required for missed appointments. The standards of primary care should meet the Public Health Service guidelines.

## **GRANTEE REPORT**

Mr. Freehill noted his report was covered in the topics of the agenda. The application is due around September 28th. Segments of the working draft will be circulated to the planning group in a few days for feedback. The first phase should be ready for review right after the holidays. He extended HAA's appreciation to neighboring jurisdictions/states that have assisted in providing the utilization and epidemiological data. The amount requested will be 5 percent higher than expected, which is ambitious but not unreasonable.

Mr. Hoover raised a question on Virginia's behalf regarding the appropriate data for the measurement of allocations. Specifically, the percentage applied to the jurisdictions needs to be addressed so that the money follows the epidemic. Dr. Hader explained that the question should be posed to the Planning Council or its Executive Committee. The process deals with how the money is apportioned to the different jurisdictions before the allocation process. Dr. Hawkins added that, historically, the Council has used the most comprehensive data available, usually two years behind the current reporting period, i.e., 2008 reporting would use 2006 data. Mr. Corbett advised that the Council is awaiting a request for a meeting from Nicolette Solan-Pegler, and an ad hoc committee will be created to address the matter.

Dr. Hader informed the group there are Maryland and Virginia representatives interested in filling the Part B vacancies of the Planning Council. She agreed to provide the information to Sandra Panes.

## **JURISDICTIONAL REPORTS**

- **Northern Virginia**

Michelle Simmons informed the Council that Northern Virginia will welcome a new contract monitor, Nicole Clopton, to its staff on September 15th. Stacie Balderston will be out of the office a few months for surgery.

- **West Virginia**

There were no representatives present to give a report.

- **Maryland**

Ms. Ramey did not present a report. Mr. Corbett inquired about Maryland's low expenditures. She explained that grant awards were distributed late to sub-recipients due to administrative challenges; however, contracts have not all been ratified. Thus, the providers cannot submit invoices until ratification is completed. She added that XPRES data clearly show clients have received services since the beginning of the grant period.

- **District of Columbia**

Mr. Freehill reported that RFAs have come in for housing, prevention and the Effie Barry Initiative and new grants should be starting around the beginning of October. HAA is also working on simplifying Part A of the RFA and expect new services to start in April '09.

## **COMMITTEE REPORTS**

Dr. Hawkins introduced the motion to approve the new committee structure of the Planning Council. There was extensive discussion regarding the details of the structure. Dr. Hawkins explained the logistics of the new committees, and Ms. Gantz-McKay outlined the meeting discussions and decisions leading to the proposed reorganization. A sign-in sheet was provided to Council members to choose which committee they would serve. Ms. Gantz-McKay will attend each committee to discuss the structure and guidelines in more detail.

### **Motion by Pat Hawkins on behalf of Executive Committee**

**Motion:** The Planning Council to approve the new committee structure

**Motion 2<sup>nd</sup>:** By Mark Fischer

**Motion passed with one abstention**

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Ms. Gantz-McKay reviewed the history of the Planning Council bylaws and explicitly outlined the objectives and recommendations to revise the bylaws. The bylaws should reflect HRSA's legislative requirements and guidelines for providing individuals with effective care. She noted that the Council is basically adhering to its bylaws; however, some areas needed revising and additional sections added to be in full compliance. Mr. Corbett advised members that after a thorough review, a vote will be taken to accept the bylaws in approximately 10 days via phone or e-mail, as the final needs to be delivered to Boards and Commissions as soon as possible.

## **ANNOUNCEMENTS**

Pat Hawkins announced that Medicaid/Medicare have established reimbursement rates for substance abuse screening for all primary care providers. A special task force will be developed to continue working on the implementation of the Client Diagnostic Questionnaire, as mental health and substance abuse screening is extremely important in addressing the adherence issue. She also informed the group that Greg Louganis will be the marshal at the AIDS Walk this year, October 3rd.

**ANNOUNCEMENTS (continued)**

David Hoover announced the Eleventh Annual Case Management Conference will be held at Fairfax Hospital on September 5th. Also, the Implications of Homophobia on Health Outcomes Workshop will be held on Tuesday afternoon, September 23rd.

Mark Fischer announced the D.C. Center will be conducting a seminar, HIV over 50, on October 5th at 4 p.m., 1111 14th Street, NW, 3rd Floor.

Henry Bishop announced a Maryland community forum will be held on October 22nd at Prince George's Hospital, 3003 Hospital Drive, Cheverly, Maryland. The Regional Advisory Committee will hold a meeting on September 10th, 5 to 7 pm. A faith-based training will be held at the Sports and Learning Center on Saturday, November 1st, 9am to 12pm

David Mariner announced the D.C. Center's fall reception will be held on September 4th. Wallace Corbett, Kathleen DeBold and David South will receive distinguished service awards at the event.

**ADJOURNMENT**

**Motion By Pat Hawkins**

**Motion passed unanimously**

The meeting was adjourned at 7:32 p.m.